

Dear [Recipient's Name],

This is a friendly reminder regarding the upcoming mediation event scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

Please ensure that you are prepared with any necessary documents and information relevant to the case.

If you have any questions or need to reschedule, feel free to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]